

Purpose

Approved performance standards will serve as guides in the development of the Long-Range Maintenance Plan, Maintenance Programs, budget allocations and the state-wide application of efficient and economical maintenance methods and procedures.

To establish the procedure and assign the responsibility for the requested or required review of maintenance Performance Standards and any subsequent revision and distribution.

Policy

To assure the attainment of the desired level of maintenance; to provide uniformity throughout the State; and to give quantitative basis on which to plan and carry out the maintenance program. Performance standards will be established for:

- Quality: To set the level of service and a gauge for work requirements for maintenance activities.
- Quantity: To reflect the work requirement for different activities in terms of practical and significant measurements, such as cubic yards of patching, acres of mowing, etc.
- Productivity: To establish methods of doing work and the productivity to be expected in terms such as: man-hours per cubic yard of patching materials, etc.

Procedures

The Review And Revision of The Maintenance Performance Standards

UDOT 06A-3.1

Responsibility: Station Supervisor
Region Maintenance Personnel

Actions

1. Along with Region Maintenance Personnel, initiates recommendations for new or revised performance standards.
2. Along with Region Maintenance Personnel, submits these recommendations to the Region Maintenance Engineer.

Responsibility: Region/District Operation/Maintenance Engineer

3. Reviews the recommendations and forwards them to the Maintenance Methods Engineer with a request for review and analysis.

Responsibility: Maintenance Methods Engineer

4. Receives a request to review a particular performance standard or recognizes such a need.
5. Conducts the necessary analysis, investigations or reviews to determine the area or areas requiring revision. Consults with the Maintenance Methods Engineer as desirable.
6. Drafts revisions and presents them to the Maintenance Quality Panel.

Responsibility: Maintenance Quality Panel

7. Reviews the draft and discusses the alternatives and/or feasibility of the proposal.
8. Submits the proposed draft with recommendations to the Engineer for Maintenance.

Responsibility: Engineer for Maintenance

9. Reviews recommendations and approves them with desirable revisions or additions.
10. Notifies the Standards Panel and Maintenance Methods Engineer of his decision.

Responsibility: Maintenance Methods Engineer

11. Publishes and distributes approved revisions to performance standards.

Highway Maintenance Feature Inventory

UDOT 06A-3.2

Responsibility: Station Supervisor

Actions

1. Determine additions or deletions to the Highway Maintenance Feature Inventory that result from one of the following situations:
 - a. Receipt of additional road responsibility due to new construction or a change in station responsibility.
 - b. Notification of a change in maintenance standards which are related to the Inventory.
 - c. Discovery of an error in the original Inventory.
 - d. Receipt of a request for additional feature inventory or re-inventory.
2. Submit a Revision of Highway Maintenance Feature Inventory to the Region/District Maintenance Operations Analyst when additions or deletions to the Inventory are required.

Responsibility: Region/District Maintenance Operations Analyst

3. Receive revision for inventory change from Station Supervisor
4. Approves or disapproves of the revision after review.
5. Updates station inventory totals for all approved revisions in Feature Inventory System, except the following elements: 100; 110; 120; 140; 150; and 170, which are forwarded to the Feature Inventory Analyst.
6. Inform the Region/District/Maintenance Operations Engineer of the revision.

Responsibility: Feature Inventory Analyst

7. Review and save changes made by the Region/District Maintenance Operations Analysts.
8. Make changes to elements 110, 110, 120, 140, 150, and 170; entered into the feature inventory, and distributed to the users.
9. Update data processing inventory table for planning value analysis for all approved

revisions.

Responsibility: Region/District Maintenance Operations Analyst

10. Returns an updated printout of stations inventory to originating Station supervisor.